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## PERSONNEL EVALUATION BOARD

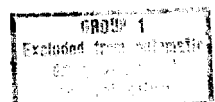
### I History

The forerunner of the Personnel Evaluation Board was known as the Agency Disposition Board and was established in January 1954, primarily for the purpose of considering employee cases involving serious psychiatric problems. It was determined at the outset that, due to the sensitive nature of the cases involved, the existence of this Board should not be publicized by Agency regulation. This line of reasoning has continued when the name of the Board was changed to Personnel Evaluation Board and the scope of its responsibilities broadened by DDCI directive dated 13 March 1964.

### II Purpose

The Personnel Evaluation Board is responsible for advising the Director of Personnel on the most serious cases involving questions of suitability for Agency employment. The Board is not designed to relieve Agency supervisors of their inherent supervisory responsibility for evaluating work performance or on-the-job behavior of their employees, but is designed to consider and to advise the Director of Personnel on the handling of cases of general suitability and off-the-job conduct. The 13 March 1964 directive enjoined the Board, when requested by the Director of Personnel to do so, to consider not only cases involving doubt as to an employee's mental health, but also cases of suitability involving such problems as excessive indebtedness, unusual marital or domestic difficulties, excessive consumption of alcohol, and so forth.

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### III Membership

The Personnel Evaluation Board is composed of the following: Chairman, Director of Personnel; permanent members, Director of Security and Chief, Medical Staff; temporary members, Head of the Career Service having jurisdiction over the employee or the former's designee and the Chief of the employee's office or Division, as appropriate; advisors, General Counsel and the Director of Finance. The Personnel Evaluation Board meets at the call of the Chairman.

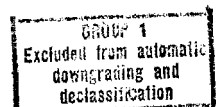
### IV Modus Operandi

Agency supervisors and officials are directed to bring to the attention of the Director of Personnel for review and, at his request, for consideration by the Board any and all employee cases which may come to their attention in which there is any question of suitability for continued Agency employment. After a careful consideration of the case, the Board normally advises the Director of Personnel as to a suggested course of action. Following the meeting, the Office of Personnel, through the Special Activities Staff, attempts to dispose of the case in a manner consistent with the course of action recommended by the Board and approved by the Director of Personnel. Such cases are normally resolved through resignation, termination or disability retirement.

### V Statistics

In the first ten months of calendar year 1964 the Personnel Evaluation Board (or its predecessor) met 11 times and considered a total of 30 cases. Of this number, 8 resigned from the Agency, 4 were retired for reasons of

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disability, 3 were reassigned, and the remaining cases were suspended for further review.

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